

North Fork Rancheria Indian Housing Authority
57907 Old Mill Site Court
North Fork, CA 93643
(559) 877-7360

Board of Commissioners Meeting Minutes
July 24, 2019
5:00 pm

Commissioners Present

Thomas Galt
Bobby Hale
Richie Cline
Elaine Fink
Katrina Guitierrez
Jacquie Van Huss

Commissioners Absent

Shannon Wentworth
Christopher Aguirre

Staff

Paul Irwin
Debora Kerns-Barba
Bernice Polkenhorn

Guests

A. **CALL TO ORDER:**

Thomas Galt called the meeting to order at 5:04 pm.

B. **ROLL CALL AND QUORUM DETERMINATION:**

Roll was called and it was determined that a quorum was present.

C. **APPROVAL OF AGENDA:**

Katrina Guitierrez motioned to approve the agenda, Richie Cline seconded, and the motion carried 6/0/0.

D. **APPROVAL OF MINUTES 7/10/2019:**

Jacquie Van Huss motioned to approve the 7/10/19 meeting minutes with the following corrections and additions:

- G(1) spelling correction;
- H(6) add that emergency rental assistance will be offered.

Elaine Fink seconded, and the motion carried 6/0/0.

E. **REPORTS:**

(1) **Director:**

i. **2017 ICDBG – Sierra Mono Museum:**

The director reported that since last meeting all insulation has been installed and the County has come back out to inspect and has confirmed compliance with the Title 24 specifications. The crew began pouring exterior sidewalks yesterday and

will be pouring the remainder on Friday. Drywall is being stocked today, and we anticipate they will start hanging early next week. The insulator is returning Monday to finalize the scrim on the ceiling within the gallery. The crew installed the two exterior glass double doors today and will install the door outside the coffee vending area following the pour on Friday. The crew has started on exterior siding in several areas where possible. The director is currently coordinating for paving, which is about a month out.

ii. **2018 ICDBG – Cultural and Environmental Protection Center:**

The director reported the grant approval agreement has been signed and returned, the director has revised the implementation schedule reflecting the actual award and start date, and has submitted that to HUD for approval. The director has also initiated the environmental review process and received a quote yesterday that is within budget.

iii. **Mill Site Road:**

The director reported that the engineers expect to have preliminary design drawings and a preliminary cost estimate by the end of the week or early next week. The director will provide to the North Fork Community Development Council upon receipt and coordinate a meeting to review.

Commissioners advised of current drainage issue to be addressed.

iv. **2019 First Round: Low-Income Housing Tax Credits:**

The director reported that that two rural projects were recommended for funding under the Native American Set-Aside at the July 17th California Tax Credit Allocation Committee Meeting, and they included the Yurok Tribe: \$768,575, and Quechan Tribe: \$997,706. These were the two other Tribes that Travois assisted. All three of our applications were self-scored at 95 points, but the other two applications had higher tie breaker self-scores. On June 26th the director held a conference call with Travois and it was determined that we likely would not be awarded because we had not received any additional compliance requests and it was advised that our application likely did not receive this because other applications scoring above ours would have satisfied the Native American Set-aside. Tule River's application did not qualify as rural for the Native American Set-Aside but did score high enough for funding by Geographical Region for the Central Valley Region. Travois is optimistic about a future award for us, and if IHBG Competitive funding is awarded it may increase a future application rating. Travois was also optimistic that two awards were made to fulfill the soft set-aside cap of \$1 million.

v. **IHBG Competitive Funding Opportunity:**

The director reported that he has been working on the IHBG Competitive grant application but has had limited time due to other ongoing projects. The director reported that this will be his main priority and will be dedicating all available time to this application until the deadline.

vi. **Caltrans Native American Advisory Committee Meeting August 28, 2019:**

Consensus of BOC for director to attend.

(2) Chairperson:

(3) Other:

F. NEW BUSINESS:

(1) 2018 ICDBG MOA:

Tabled.

(2) IHBG Competitive Funding Resolution:

The director presented a Resolution 19-03 authorizing the submittal of an IHBG Competitive funding application in the amount of \$5,000,000.00 and includes leveraged IHBG formula funds of \$382,184.45 as identified in the FY 2020 IHP.

Jacquie Van Huss motioned to approve resolution 19-03, Bobby Hale seconded, the motion carried 6/0/0.

G. OLD BUSINESS:

(1) FY 2020 IHP:

The FY 2020 IHP was approved via email by Bobby Hale and Shannon Wentworth on 7/12/19, by Christopher Aguirre, Katrina Gutierrez, and Richie Cline on 7/14/19, and by Jacquie Van Huss and Thomas Galt on 7/15/19. A copy of the FY 2020 IHP submittal will be emailed to the BOC.

H. EXECUTIVE SESSION:

Richie Cline motioned to go into executive session at 5:34 pm, Jacquie Van Huss seconded, and the motion carried 6/0/0.

(1) Staff Training:

The director reported that all staff attended Sexual Harassment and Abusive Conduct Training on 7/17/19. The Director, Project Manager, Construction Foreman, and Administrative Assistant participated in an additional hour-long supervisor training. SB 1343 requires training within 6 months of hiring, and after January 1, 2020, employees must be retrained once every two years, which means employees must be retrained by January 1, 2022.

(2) ██████████:

Staff has been facilitating assistance and conference calls with California Indian Legal Services (CILS) and the applicant is looking into utilizing emergency rental assistance until access is resolved. The attorney from CILS has recommended that we seek title insurance reports for adjacent properties that may provide access. CILS is unable to fund these reports as part of their free services but the reports may be beneficial toward providing access either through litigation or negotiation. Consensus of the BOC to approve the cost associated with title insurance reports and historical aerial photos if necessary, through the housing services program.

(3) ██████████:

The director reported that at the BOC meeting on 4/10/19 the BOC determined that a selection for the future tenant of this unit would be made from the North Fork 1-Bedroom

waiting list. The unit is now ready, and the selected tenant has an appointment tomorrow to discuss and determine the move-in date.

- (4) [REDACTED]:
The director reported on the approval of non-low emergency rental assistance.
- (5) [REDACTED]:
Staff reported on status of down payment assistance previously approved. The applicant is anticipated to close escrow on the July 31st.
- (6) [REDACTED]:
The director reported that the dumpster arrived last Thursday, and a POD for storage was delivered on Monday for the rehabilitation. Contracts have been issued for Asbestos removal, insulation, drywall, HVAC, and windows.
- (7) Personnel:
The administrative assistant will email the annual evaluation form to the BOC for the director.

Richie Cline motioned to come out of executive session at 6:37 pm, Elaine Fink seconded, and the motion carried 6/0/0.

I. NEXT MEETING:
August 14, 2019 at 5:00 pm.


J. ADJOURNMENT:
Katrina Gutierrez motioned to adjourn at 6:38 pm, Jacquie Van Huss seconded, and the motion carried 6/0/0.

MINUTES TRANSCRIBED BY:


Bernice Polkenhorn, NFRIHA Office Assistant

COMMISSIONER APPROVAL

At a meeting of the Board of Commissioners of the North Fork Rancheria Indian Housing Authority, called and convened on the 14th day of August 2019 at which a legal quorum was present, these minutes were approved as written by a vote of 5 for, 0 against, and 2 abstaining.


Commissioner

9-4-2019
Date


Commissioner

9-4-19
Date